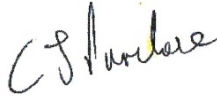




CASTLE Trust

**TRUST BOARD SAFEGUARDING CHAMPION
TERMS OF REFERENCE**

Review/Update By:	Emma Taaffe, Governance & Data Manager
Approved By the Trust Board (signature):	 Chris Purchase, Trust Board Chair
Date Approved:	18 th July 2019
Next Review Due:	Term 6 2022/23

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1. Trust Safeguarding Policy Statement

The Trust aims to ensure that:

- A safeguarding culture is fully embedded whereby all stakeholders understand safeguarding expectations and a culture of it could happen here is the norm
- Appropriate action is taken in a timely manner to safeguard and promote children's welfare
- All staff are aware of their statutory responsibilities with respect to safeguarding
- Staff are properly trained in recognising and reporting safeguarding issues

2. Purpose

To provide guidance to the Trust Board Safeguarding Champion in discharging their responsibilities in connection with the Trust's policy on safeguarding (above) and in line with statutory guidance.

3. Compliance

3.1. Is this a Statutory Policy?

No.

3.2. Legal Framework

This role is required in accordance with the Department for Education's statutory guidance Keeping Children Safe in Education 2018. Context for the role is also provided in The Governance Handbook.

3.3. Sharing and Publication Requirements

These ToR shall be published on the Trust website and shared with:

Trust Board Safeguarding Champions on appointment
Local Advisory Committee Safeguarding and Health & Safety Champions
Academy Headteachers
Designated Safeguarding Leads and their deputies

3.4. Review and Update

These ToR will be reviewed by the Governance and Data Manager at least every four years and updated as required in accordance with changes in statutory guidance and best practice guidance.

4. Definitions

Academies – any or all of the academies and schools that are part of the Trust for the time being
Board – CASTLE Trust Board
DBS – Disclosure and Barring Service

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DSL – Designated Safeguarding Lead
GDM – Governance and Data Manager
KCSIE – The DfE’s statutory guidance: Keeping Children Safe in Education
LAC – Local Advisory Committee
SCR – Single Central Register
SHSC – Safeguarding and Health & Safety Champion
SLT – Senior Leadership Team
ToR – Terms of Reference
Trust – CASTLE Trust

5. Terms of Reference

5.1. Delegated Powers and Tasks

The Trust Board has delegated the following tasks to the Trust Board Safeguarding Champion with the aim of ensuring that a safeguarding culture is fully embedded whereby all stakeholders understand safeguarding expectations and a culture of it could happen here is the norm:

- Keep up to date with statutory guidance relating to safeguarding and child protection, specifically [Keeping Children Safe in Education](#) and [Working Together to Safeguard Children](#)
- Attend relevant training
- Ensure the Trust has suitable and up-to-date policies for:
 - Safeguarding Statement (published on Trust website)
 - Child Protection (produced by Academies and approved by the Board) (published on Academy websites)
 - Safer Recruitment
 - Staff code of conduct/staff behaviour
 - Handling allegations against staff and volunteers
- Ensure the Trust and its Academies have appropriate safeguarding responses to children who go missing from education, to help identify the risk of abuse and neglect and help prevent further incidents
- Ensure the Trust and its schools have appropriate online filters and monitoring systems in place
- Liaise with the Governance and Data Manager (GDM) to ensure that:
 - All Members and Directors submit to a Disclosure and Barring Service (DBS) check on appointment and every three years thereafter
 - The Chair submits to an additional DBS check via the Department for Education on appointment
 - That all Directors complete safeguarding training annually
 - That all Directors complete e-learning modules covering the PREVENT Duty, Female Genital Mutilation and other subjects required in connection with DfE guidance
- Liaise with Local Advisory Committee (LAC) Safeguarding and Health & Safety Champions (SHSC) to ensure that:

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- The LACs review and maintain Safeguarding and Child Protection Policies for the Academies consistent with statutory guidance (KCSIE) in place for the timebeing and that these are approved by the Board and published on Academy websites
- The Academies have e-Safety policies and procedures in place
- The Academies have appointed a Designated Safeguarding Lead (DSL) and appropriate deputies
- The Academies have appointed a designated teacher to promote the educational achievement of looked after children and that this person has appropriate training
- The LAC SHSC is keeping up-to-date with statutory guidance and any advice issued by the Local Safeguarding Children Board(s)
- The LAC SHSC meets regularly with the DSL to monitor that the Academy's policy and procedures are effective and all staff, governors and volunteers have had the appropriate level of training (as applicable)
- The LAC SHSC ensure the DSL has sufficient time, resources and training to carry out their role effectively
- LAC SHSC monitors the single central record (SCR) alongside the DSL to ensure the Academy carries out the appropriate recruitment checks on staff, governors and volunteers
- All Governors submit to a DBS check on appointment and every three years thereafter
- That all Governors complete safeguarding training annually
- That all Governors complete e-learning modules covering the PREVENT Duty, Female Genital Mutilation and other subjects required in connection with DfE guidance in place for the timebeing
- The LAC ensures that the curriculum covers safeguarding, including online safety
- Regular reports are being made to the LACs by the LAC SHSC

5.2. Authority

The Trust Board Safeguarding Champion is authorised by the Board to:

- Carry on any activity authorised by these Terms of Reference; and
- To seek any appropriate information that it requires from any officer of the Trust and all officers shall be directed to co-operate with any request made.
- To seek any appropriate information that they require from the Chairs' Working Party, the LACs and Senior Leadership of the Academies and all LACs and Senior Leadership Team (SLT) members shall be directed to co-operate with any request made.

5.3. Reporting to the Board

Report back to the Trust Board about safeguarding issues and developments, as appropriate.

6. Links to Other Documents

These ToR should be read in conjunction with:

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- The Trust's Safeguarding Statement
- The Governance Toolkit
- The Local Advisory Committee Constitution and Terms of Reference

